



STATE OF ALABAMA
BOARD OF HEATING, AIR CONDITIONING
AND REFRIGERATION CONTRACTORS

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Kathy S. LeCroix
EXECUTIVE DIRECTOR

Requirements for all Refrigeration Examination Applicants

In 2009, it was enacted that all refrigeration contractors in the state of Alabama must hold a refrigeration certification with the Board of Heating, Air Conditioning & Refrigeration Contractors. Act 486 also requires all applicants wishing to sit for the Heating & Air Conditioning or Refrigeration contractors' exam to have a certain amount of experience and or education prior to taking the exam.

Code of Alabama 1975 Title 34 Chapter 31 Section 28, states in part that:

An applicant for the heating, air conditioning, or refrigeration certified contractor license shall be eligible to sit for the examination if the applicant has held an apprentice registration, issued by this Board for two or more calendar years; or has completed 3,000 hours of coursework or experience, as defined by the Board; or is an graduate of an approved heating, air conditioning, or refrigeration curriculum.

In order to be approved to sit for the examination you must submit:

(1) The Examination Application; and

(a) Affidavits that are signed and notarized by the employer(s) swearing that the applicant has worked in the Commercial Refrigeration industry for at least two years within the past five years, and all corresponding W-2 Forms from the employer(s);

and/or

(b) Copies of certificates showing that the applicant has attended at least 3000 hours of Refrigeration educational training;

or

(c) Proof of graduation from an approved Refrigeration curriculum.

Candidates with a long certificate from any public State of Alabama two year or community college are approved.

Approved Curriculums:

Alabama Power Company
Construction Education Foundation of Alabama
Fortis College
Gwinnett Technical College, Lawrenceville, GA
NARS Training System
Trenholm State Technical College
West Georgia Technical College
George Stone Technical Center HVAC Program

Columbus Technical College
J. F. Drake State Technical College
Lindsey-Cooper Refrigeration School
Virginia College - Birmingham

If you would like to review any of these above stated changes please visit to our website at www.hacr.alabama.gov.

2. If you are not a citizen of the United States, are you an alien who is lawfully present in the United States of America?

___ Yes ___ No If "yes," please read the declaration below and sign.

PROVIDE PROOF BY SUBMITTING ONE OF THE ITEMS LISTED ON ATTACHMENT

I hereby declare that I am an alien lawfully present in the United States of America.

I sign this declaration under penalties of perjury; making a false, fictitious, or fraudulent statement or representation in this declaration is perjury in the second degree pursuant to Ala. Code § 13A-10-102.

_____ Date _____
Signature of Applicant

To pay by Credit Card, enter card information: Master Card Visa

Card Number: _____

Expire Date: _____

Signature (Required)

Date:

Date Received:

Check # _____

Amount: _____

PROOF OF CITIZENSHIP
Code of Alabama 1975, Section 31-13-29(g)
From Act 2012-491

1. A driver's license or non-driver identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver identification card.
2. A birth certificate indicating birth in the United States or one of its territories.
3. Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
4. United States naturalization documents of the number of the certificate of naturalization.
5. Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
6. Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
7. A consular report of birth abroad of a citizen of the United States of America.
8. A certificate of citizenship issued by the United States Citizenship and Immigration Services.
9. A certification of report of birth issued by the United States Department of State.
10. An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
11. Final adoption decree showing the person's name and United States birthplace.
12. An official United States military record of service showing the applicant's place of birth in the United States.
13. An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
14. AL-verity.
15. A valid Uniformed Services Privileges and Identification Card.
16. Any other form of identification that the Alabama Department of Revenue Authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance.

PROOF LAWFUL PRESENCE OF NON-CITIZEN
Code of Alabama 1975, Section 31-13-3-(10) [Law Desk]

1. A valid, unexpired Alabama driver's license.
2. A valid, unexpired Alabama non-driver identification card.
3. A valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier.
4. Any valid United States federal or state government issued identification document bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States before issuance.
5. A foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States.
6. A foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States.

AFFIDAVIT FOR REFRIGERATION
EXAMINATION APPLICANT

I, _____, solemnly swear and affirm that I have
(Name)
personal knowledge that _____, (Name of Examination Applicant) has
worked, within the past five years, or is presently working in the Commercial Refrigeration industry and the duties he
has performed are as listed below: (Detail description)

- 1.
- 2.
- 3.
- 4.

I understand that I may be contacted by a representative of the Board for either verification of the information contained in this affidavit or additional documentation and/or information.

I declare under penalty of perjury, under the laws of the State of Alabama, that all statements contained in this application, and any accompanying documents, is true and correct, with full knowledge that all statements made in this affidavit are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of license or application.

Signature of Affiant (HACR License if applicable)

Name of Company/Title

Address

Phone Number(s)

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public
My Commission Expires: _____

References

Your examination has been developed using the reference materials listed below. This examination is administered in an open book format which means you are permitted to bring these references with you into the testing center.

You may add permanent tabs or may highlight in your book; however, you may NOT write any notes in your references other than formulas. Books with notes in them will not be permitted to be used during testing.

Code of Federal Regulations, Title 29, Part 1926, 2012. ISBN: 9780160911576. Superintendent of Documents, P. O. Box 371954, Pittsburg, PA 15250-7954. Available at <http://bookstore.gpo.gov>. Candidate printed versions permitted in testing room.

International Mechanical Code, 2009. International Code Council, 4051 West Flossmoor Road, Country Club Hills, IL 60478

Laws, Rules and Regulations of the State of Alabama Board of Heating, Air Conditioning & Refrigeration Contractors, 2009. Available at <http://www.hacr.alabama.gov>. Candidate printed versions permitted in testing room.

Refrigeration & Air Conditioning Technology, 7th. ISBN: 978-1-111-64447-5. Delmar Publishing, PO Box 6904, Florence, KY 41022. 6th Edition also allowed in testing room.